

CONFIDENTIAL

OGC 78-0782

2-8-78

31 JAN 1978

MEMORANDUM FOR: General Counsel

VIA: Acting Deputy Director for Administration  
Chief, Central Cover Staff, DDO

FROM: [REDACTED]  
Acting Director of Security

SUBJECT: Processing of Traffic Citations Issued  
on the Agency Headquarters Compound (U)

REFERENCES: A. Letter dtd 21 Nov 77 to D/Sec  
from U.S. Magistrates Grimsley  
and Elson, same subject  
B. Memo dtd 25 Nov 77 to GC from  
C/CCS, subject: Place of Holding  
Court for the U.S. Magistrates in  
the Alexandria Division

1. (U/AIWO) Action Requested: It is requested that you concur with the Office of Security's position to have the U.S. Magistrate continue to process traffic citations and to assume many of the administrative procedures relative to these citations now handled by the Agency.

2. (U/AIWO) Background: As a result of Reference A, the Office of Security, through [REDACTED] of the Office of General Counsel, contacted both the U.S. Attorney and the Office of the U.S. Magistrate of the U.S. District Court for the Eastern District of Virginia, Alexandria, Virginia. The purpose of contact was twofold: (a) To attempt to reverse the U.S. Magistrates' decision and to allow the Agency to continue to hold court at CIA Headquarters, and (b) to establish how the Agency may best accommodate the change if the decision cannot be reversed.

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CL BY 130334

Regraded Unclassified  
from Classified (S)

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To date, [REDACTED] efforts have established that:

a. The U.S. Magistrates will not alter their decision.

b. Agency personnel wishing to contest a charged violation will have to appear in court in Alexandria.



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c. The U.S. Attorney will support the Agency in any action we recommend to process traffic violations, including the establishment of an in-house system to replace the present one which uses the Federal Protective Officers (FPO's) and the U.S. Magistrate.

The Office of Security does not believe it is wise to have the Agency establish its own in-house system. This would constitute a major task and it would involve the Agency, to some degree, in a law enforcement activity.

We do believe that a system of penalties for violators must be maintained and we prefer to see it remain with the FPO's and the U.S. Magistrate.

It is suggested that [REDACTED] ascertain if the U.S. Magistrate's Court would accept the administrative duties relative to these citations that are now handled by the Agency. The Agency no longer has the ready means to identify a violator unless the vehicle registration is listed with the Office of Logistics. Working through the FPO's to identify any vehicle not registered with Logistics takes weeks. During that period of time, many of the violators are transferred or sent abroad on TDY trips. This results in an inevitable backlog that builds up indefinitely. We

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would propose, therefore, to free the Agency of the task of trying to identify these vehicles. When a violation is issued on the Agency compound by an FPO, we would include a notice stating that the violator has seven days to contact the Collateral Clerk and post collateral or request a hearing in the Alexandria Court. After seven days, if the Collateral Clerk has not been contacted, the violation would be forwarded to the U.S. Magistrate's Court in Alexandria for processing. We recognize that in some cases there will be a cover consideration. However, cover is the inherent responsibility of the individual and we do not believe that a cover status can allow the individual to claim immunity. We could, of course, make a special provision for those very rare cases which involve an individual under cover who has a justifiable argument for contesting the charge.

25X1A We fully support [REDACTED] efforts to have all past violations cancelled. Some go back several years. They were not processed because the violator was transferred, terminated, or because the vehicle owner could not be identified.

If the U.S. Magistrates can assume the processing of these violations, we would prepare an Agency notice advising all employees of these changes.

25X1A 3. (U/AIUO) Recommendation: We recommend your concurrence in this approach to the problem and that Mr. [REDACTED] be asked to sponsor the Agency's position with the U.S. Attorney and the U.S. Magistrates of the U.S. District Court for the Eastern District of Virginia.

Atts  
References

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**SUBJECT: Processing of Traffic Citations Issued  
on the Agency Headquarters Compound (U)**

**CONCURRENCE:**

\_\_\_\_\_  
Chief, Central Cover Staff, DDO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Anthony A. Lapham  
General Counsel

\_\_\_\_\_  
Date

**Distribution:**

Orig - Return to OS  
2 - GC  
2 - C/CCS/DDO  
1 - A/DDA

CONFIDENTIAL

UNITED STATES MAGISTRATE  
UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF VIRGINIA  
ALEXANDRIA DIVISION

W. HARRIS GRIMSLEY  
TELEPHONE:  
AREA CODE 703  
549-0200  
Quin S. Elson

PLEASE REPLY TO:  
P. O. BOX 909  
ALEXANDRIA, VIRGINIA 22313

November 21, 1977

Mr. Robert Gambino  
Chief of Security  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Sir:

Enclosed is a certified copy of an Order of the United States District Court for the Eastern District of Virginia designating 206 N. Washington Street, Room 412, Alexandria, Virginia, as the sole meeting place of the U. S. Magistrate's Court, Alexandria Division.

Henceforth, all notices of violations, summons or warrants relating to alleged offenses committed on federal property under your jurisdiction, within the Eastern District of Virginia, will be made returnable to the above address.

In order to accomplish an orderly transition of meeting places of the Magistrate's Court, implementation of the District Court's Order will begin as of January 1, 1978. We trust this will provide sufficient lead time to accomplish the requirements of the Order and to dispose of those dockets already scheduled for your installation through December 31, 1977.

Please note that as of January 1, 1978, all cases arising at the C. I. A. will be scheduled the first and third Fridays of each month until further notice.

In the event that there are cases your officers have not scheduled and pending after January 1, 1978, we will make every effort to accommodate you in disposing of those matters with the least inconvenience to all concerned.

Very truly yours,

United States Magistrates

*W. Harris Grimsley*  
W. HARRIS GRIMSLEY

*Quin S. Elson*  
QUIN S. ELSON

QSE:ec

IN THE UNITED STATES DISTRICT COURT FOR THE  
EASTERN DISTRICT OF VIRGINIA  
ALEXANDRIA DIVISION

IN RE:

Place of Holding Court  
for the United States Magistrates  
in the Alexandria Division

FILED

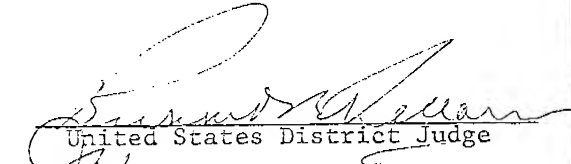
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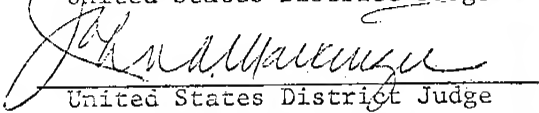
CLERK, U. S. DISTRICT COURT  
ALEXANDRIA, VIRGINIA

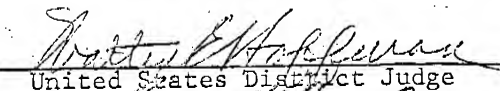
ORDER


Upon consideration whereof, it is


ORDERED that 206 North Washington Street,  
Alexandria, Virginia, is designated as the sole place  
for holding court by the United States Magistrates of  
the United States District Court for the Eastern  
District of Virginia, Alexandria Division, until  
further order of court.


  
United States District Judge


  
United States District Judge

  
United States District Judge

  
United States District Judge

  
United States District Judge

  
United States District Judge

  
United States District Judge

A True Copy, Testes  
Barber Forers, Jr., Clerk  
Deputy Clerk

Alexandria, Virginia  
November 16<sup>th</sup> 1977

6 163a

25 November 1977

MEMORANDUM FOR: General Counsel

FROM: (C) [REDACTED] Chief, Central Cover Staff

25X1A

SUBJECT: (U) Place of Holding Court  
for the United States Magistrates  
in the Alexandria Division

(AIUO) 1. Attached hereto is a copy of a letter from Messrs. W. Harris Grimsley and Quin S. Elson, U.S. Magistrates, Alexandria Division which transmitted an order of the U.S. District Court for the Eastern District of Virginia designating 206 North Washington Street, Room 412, Alexandria, Virginia as the sole place for holding court by the U.S. Magistrates in connection with traffic and parking violations. This order is to take effect 1 January 1978 and CIA cases will "be scheduled the first and third Fridays of each month until further notice."

(AIUO) 2. Until now the procedure has been that one of the magistrates has been transported by CIA to the headquarters building to hear traffic and parking violation cases where the individual cited desired a hearing. The same procedure has been in effect for the Pentagon but with a difference - that the magistrate sat at the Pentagon for the convenience of Pentagon employees while the holding of hearings in CIA premises is exclusively based on the need to protect the actual employment by CIA of cited individuals who are under cover. This protection will not be afforded by open court hearings in Alexandria at times specifically identified to hear cases involving CIA personnel.

(AIUO) 3. It is, therefore, requested that you approach the U.S. District Court for the Eastern District of Virginia with the request for re-consideration of its order of 16 November 1977 in regard to CIA, clearly outlining that the request for re-consideration is based exclusively on the real need to protect the cover status of some of our employees and is not a matter of convenience.

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(C) [REDACTED]

057495711

Att: 21 Nov 77 Ltr to D/SEC

fr U.S. Magistrates Grimsley & Elson

Approved For Release 2001/04/02 : CIA-RDP81-00142R000100080020-4

cc: DPO and D/SEC [REDACTED]

WARNING NOTICE  
SENSITIVE INTELLIGENCE SOURCES  
NO DISSEM TO UNAUTHORIZED PERSONNEL



25X1C

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<b>TRANSMITTAL SLIP</b>		DATE
TO: A/DDA		
ROOM NO.	BUILDING	
REMARKS:		
<p>Please return to</p> <p>DDA REGISTRY</p> <p>7-D-18      Hqs.      6542</p> <p>after signing.</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. (47)

**CONFIDENTIAL**

15 FEB 1978

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Space Options (U)

REFERENCE: Memo dtd 27 Jan 78 to D/L fm C/RECD/OL and  
C/LSD/OL, same subject (DDA 78-0446; OL 8 0353)

1. (U) Referent, with its accompanying notations, has been reviewed. Based on this review, a practical analysis of our space recapture options is presented below and paragraph 6 contains a number of suggestions for your consideration.

2. (C) As regards immediate space requirements, it is believed that the following can be made available (depending upon funding and the ever present vagaries of the General Services Administration [GSA]) within a 6 to 12 month period:

Ames Building

First Floor - 4,500 sq. ft. - Gained by eliminating all except the dispensary function from the Office of Medical Services (OMS) current holdings. Dependent care and immunizations would have to be transferred to Headquarters. While no analysis of the work load being handled by OMS/Ames has been made, it would appear reasonable, as a result of the reduction in overseas positions during the past 10 years, that the work load has been substantially reduced.

Second Floor - 7,000 sq. ft. - Obtained by closing the cafeteria. Some 600 sq. ft. would be retained for a vending machine operation. Government Services, Incorporated (GSI) would almost certainly endorse closing this money losing concession and Rosslyn has a surfeit of eateries to accommodate the work force. Employee morale will be affected to some degree.

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SUBJECT: Space Options (U)

Third Floor - 5,840 sq. ft. - Available by drastically reducing the Office of Personnel's (OP) Temporary Assignment Section (eliminating typing area entirely) and elimination of OMS's psychological testing facilities. OP would retain office space and one 70-person conference/classroom for its activities and this room could also be utilized by OMS for testing purposes. The typing testing requirements of the Agency could be contracted out or absorbed in Office of Training (OTR) space.

Fourth Floor - 1,480 sq. ft. - Recaptured upon the dissolution of the Intelligence Community (IC) Task Force presently occupying the space.

Eighth Floor - 2,200 sq. ft.\* - Available on or about 1 March 1978 upon the departure of the Domestic Collection Division (DCD) to new space

Total Ames Space: 21,020 sq. ft.

Conversion Cost (est.): \$161,140 (or \$7.66 per sq. ft.)

#### Key Building

Second Floor - 5,750 sq. ft.\* - Gained by moving [REDACTED] into nonofficial space which should be completed by 30 April.

Total Key Space: 5,750 sq. ft.

Conversion Cost (est.): \$40,250 (or \$7 per sq. ft.)

#### Headquarters Building

Ground Floor - 2,507 sq. ft. - Used by the Office of Communications (OC) for storage of cable and to house one employee. This material can be rewarehoused to free this prime space (which has windows) for office use.

\*Represents space previously reported as subject to recapture.

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SUBJECT: Space Options (U)

*Trade building off?*  
First Floor - 2,475 sq. ft. - Gained by closing the Rendezvous Room which, while it is nice to have, is not essential to our needs in view of the fact that meal prices were recently raised \$.50 and GSI continues to lose money on our cafeteria operations.

*?*  
First Floor - 3,648 sq. ft. - Scheduled for renovation commencing 27 February by OTR, these classrooms (1A07 and 1A13) are a redundant luxury which cannot be afforded. Both GA13 and the auditorium can be utilized as replacement facilities.

*4,000 sq ft*  
*ADD 10*  
Various floors - 15,000 sq. ft. - Per the Special Support Assistant to the DDA, we should recapture up to a maximum of 15,000 sq. ft. within the year resulting from DDO reductions.

Total Headquarters Space: 23,630 sq. ft.

Conversion Cost (est.): \$165,410 (or \$7 per sq. ft.)

Recapitulation, all buildings: 50,400 sq. ft.

Conversion Cost (est.): \$366,800 (or \$7.26 per sq. ft.)\*\*

3. (U) There are some points concerning the current moratorium which should be clarified based upon recent conversations with GSA.

a. The moratorium is apparently not being applied evenly. Working level sources in GSA confirm that since imposition of the moratorium, a Department of Defense task force (Cruise Missiles) obtained 40,000 sq. ft. in Crystal City; the Committee on Reorganization of the Government acquired seven floors of the Magazine Building; and on 3 and 4 February GSA advertised in the local press for 40,000 sq. ft. of prime office space within the beltway (prospective tenant unknown at this time).

\*\*This figure can be misleading because it assumes only a single move. Where multiple moves are required, the figure will have to be increased for each move involved.

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SUBJECT: Space Options (U)

b. The moratorium is being applied only in the Metropolitan Washington Area (MWA). In fact, recent correspondence with GSA would indicate that relocation outside the MWA is encouraged and such movement is, in fact, a motivating force behind the moratorium.

c. Even with the moratorium, backfill space can be acquired legitimately and is becoming available in small parcels. On 10 February, we inspected 7,000 sq. ft. of prime space located in Skyline Towers (Bailey's Crossroads) and, assuming the space meets security and cover requirements, this space should be accepted for contingency purposes. Region 3 (GSA) has also advised that space in Tempo A (Ft. McNair) will shortly be available. While this is certainly not desirable space, it is nevertheless indicative of the cooperation being extended by GSA and supports the contention that space, at least in smaller parcels, will become more readily available.

d. The moratorium does not affect the acquisition of warehouse-type space. The only caveat is that warehouse space cannot be acquired and immediately converted to office space; however, there is no restriction against converting currently held warehouse space to office use.

4. (U) Since we are nonetheless confronted with the moratorium there are two conceptual approaches to the space situation worth addressing:

a. The first is the concept of "making do with what you have." Application of this concept forces components to critically examine and compare current holdings with expansion proposals. How badly does the Office of Research and Development (ORD) (the Agency?) need 10,000 sq. ft. for a media arts center (plus 3,000 sq. ft. of contiguous office space to support the center)? This and other such requests have been outstanding for years and the question to be answered is, has the lack of such facilities impaired the mission of the Agency? Under existing conditions, it is believed necessary to apply this concept except when vital new projects (SAFE) or components (National Intelligence Tasking Center) are added.

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SUBJECT: Space Options (U)

b. Assuming (a) above is implemented, the following may not be necessary, but the concept of "doubling up" could have application, especially in buildings other than Headquarters. A system can be devised, based on grade, that would authorize private offices only for the certain few and all others would be allotted bull-pen-type space which, if implemented in conjunction with an office landscaping program, would not necessarily be as denigrating as it may sound. To effect this concept would require much time and money and unless adequately explained and evenly applied, it could result in a further deterioration in morale. Applied without use of an office landscaping program, it could also result in a diminution of employee efficiency especially in those functional areas wherein analytical thought, writing, etc., are the prime requisites.

*Don't  
informing  
try to  
write off  
in 2010*

5. (C) Beyond those immediate shifts which can be made, there are certainly a number of options in the two- to five-year time frame which deserve serious consideration. Among these are:

a. Acquiring a vacant school building. The Department of Health, Education, and Welfare (HEW) currently owns the elementary school located on the Ft. Myer reservation. Indications are that Arlington County, which has been operating the school in deference to military desires, is about to close this operation. Other buildings are also coming to market, but because of its location and the fact that the holding agency is a Federal one, acquisition of the Ft. Myer facility presents an enticing option.

b. Utilization surveys which time and staffing levels precluded in this and the referent study. Particular attention should be devoted to OTR's classroom space; National Photographic Interpretation Center (NPIC); Map Library; and other areas believed to be ripe for concentrated study.

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c. Construction of preengineered buildings at the

[REDACTED]

are not included in the moratorium. We currently have requests for 5,000 sq. ft. of space for Declassification

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SUBJECT: Space Options (U)

5X1A [redacted] purposes and the ideal location for this function is [redacted] where it could be situated in proximity to the Archives.

d. Expanding the use of Central Depot. A commercial survey of depot operations was recently completed which, if implemented, would result in freeing 36,000 sq. ft. of space for other use--such as office space. We could house Supply Division and elements of the Procurement Division at the Central Depot and still have an entire storage bay (15,000 sq. ft.) left for future expansion.

6. (U) In summary, the foregoing would suggest that certain actions may be appropriate at this time. Among these are:

a. A determination as to which DDA-controlled space is subject to recapture.

b. A sustained effort to identify DDO space for eventual recapture.

c. A policy of limiting space expansions to those absolutely critical to accomplishment of the mission, at least for the duration of the moratorium.

5X1A d. A discussion of the longer range options outlined in paragraph 5 above, especially those concerning construction [redacted] and the utilization of Central Depot.

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[redacted]  
James H. McDonald

Att:  
Ref

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UNCLASSIFIED

INTERNAL

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Logistics  
2C02 [REDACTED]

EXTENSION

8-8200

NO.

OL 8 0622

DATE

15 FEB 1978

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. A-DDA  
7D24 Hdqs.

2/15/78

ky

DD/A Registry

File Buildings &amp; Grounds

Good Paper

Hold for JFB

Certainty to [REDACTED]

Have  
Pleasant  
here to [REDACTED]

SECRET

25 January 1978

MEMORANDUM FOR: Director of Logistics

FROM: [REDACTED]

Chief, Real Estate and Construction Division, OL

[REDACTED]  
Chief, Logistics Services Division, OL

SUBJECT: Space Options (U)

1. (U) Per your request, a review has been completed to determine how the Agency can attempt to accommodate expanding space requirements in view of the inability of the General Services Administration (GSA) to acquire additional space in the Metropolitan Washington Area (MWA) for our use. It should be noted that our review was accomplished in a short period of time and relied predominantly on data in the current (November) CRAMS Report. No attempt was made to physically inspect space for underutilization nor were discussions with affected components conducted.

2. (C) According to the latest figures provided to the Acting Deputy Director of Central Intelligence (Attachment 1), our space requirements for the period through FY 1979 total 82,115 square feet. This figure does not include space for the National Intelligence Tasking Center (NITC) or for Project SAFE. It is interesting to note that DDA requirements account for some 57 percent (47,100 square feet) of the needed 82,115 square feet with the largest block (30,500 square feet) being requested by ODP. The balance of the total requirement is composed of requests from the National Foreign Assessment Center (NFAC) (approximately 30,000 square feet), DDS&T (13,000 square feet) and minor requirements for the DDO and the Director of Central Intelligence (DCI). These total slightly in excess of 96,000 square feet from which has been deducted some 14,000 square feet of space already identified for recapture, thus producing the figure of 82,115.

OL 8 0353

SECRET

SUBJECT: Space Options (U)

3. (C) A number of alternatives have been explored, generally divided between those designed to acquire additional space and those intended to recover space already in use. Among the first category are: invocation of the DCI's unique authority; use of contractor facilities; assignment of land and/or structures to include new construction on military installations; expanded use of devised facilities; acquisition by lease outside the MWA; and construction on Agency controlled field installations. Addressing space recovery alternatives, consideration has been given to better utilization, reallocation and redistribution, elimination of obsolete or marginal functions, decentralization (both within and without the MWA) of functions, centralization of services and support, and the elimination of potentially duplicative functions. Some specific approaches are:

a. Adopting an Agency-wide policy of requiring requesting components to absorb new or expanding functions within currently assigned space. While this approach may not be the universal solution, it would nonetheless force components to closely examine their existing utilization factor before automatically passing a space requirement to the DDA for action.

b. Erecting modular-type facilities on our own or nearby Government installations. This could even incorporate the use of inflatable-type structures for storage purposes. It is noted that the "trailer city" concept is being employed [REDACTED] The State of New Jersey recently completed construction of its very first medical college using such techniques in a time frame of some six months. This type of construction would be particularly adaptable to areas such as the

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SUBJECT: Space Options (U)

c. Acquiring an unused school building within the MWA is an approach which merits consideration. Each year a number of schools are closed in the area as the school age population dwindles. Communities normally find other uses for the structures, such as adult education. Arlington County recently gave notice that one of its junior high schools would be closed at the conclusion of the current school year and such a facility could, for instance, provide an excellent relocation site for the Office of Training (OTR) functional responsibilities. *100*

d. Constructing a separate credit union facility on the Headquarters compound has been envisioned by the management at the Northwest Federal Credit Union for some time. While the space savings would not be that great, such a building could, depending upon the legalities involved, provide space for the Employee Activity Association (EAA), the barber shop, and a host of other personal service-type functions currently accommodated in prime space. *100*

e. Excavating under or out from the Headquarters Building. This idea, while it would avoid problems with the National Capital Planning Commission (NCPC), add space (and more importantly, provide a degree of hardening which we currently lack), was not given serious consideration because of problems with cost (in the range of \$135 per square foot), rock strata, water table and other engineering factors. *100*

f. Continuing to monitor availability of backfill space which may be offered in the MWA either by GSA or the military departments. This, however, is not considered likely to produce any appreciable amount of space in the near term unless a major Governmental reorganization should occur forcing decentralization upon some large segment of the existing bureaucracy. *100*

4. (S) Within current constraints, the attached data sheets (Attachment 2) indicate where space savings may be possible, provided some hard decisions are made. The

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SUBJECT: Space Options (U)

relocation of GSA shops, guard rooms, and locker areas outside the Headquarters Building was considered, but this was determined to be counterproductive. To summarize Attachment 2, the following are considered viable options:

*fact out - 7*  
*use what's left* ✓  
a. Ames Building - 41,310 square feet may be made available by the elimination of services (cafeteria, credit union, medical facilities, classrooms, and conference room). Consolidation or relocation of other functions, such as the Office of Research and Development (ORD) research computer facility, the Intelligence Community Staff, and the Retirement Affairs Staff, is also included in the figure above. This action would produce nearly four floors which could be used for other purposes. (Note: Attachment 2 contains suggested relocation sites if applicable.)

25X1A b. [REDACTED] - 16,065 square feet may be recaptured by transferring the Map Library to space to be constructed or erected at an installation such *too long*

25X1A c. [REDACTED] - 19,473 square feet are obtainable by relocating the storage function of this building into modular structure(s) which can be erected at [REDACTED] ✓  
25X1A We estimate there are some 144,000 square feet of cleared, usable land [REDACTED] for such purposes. 25X1A

25X1A d. [REDACTED] 83,352 square feet would materialize if the Office of Technical Service (OTS), which is a logical candidate, were to be relocated to a site [REDACTED] where one of its satellite facilities has been operating for a number of years. Construction of modular-type facilities would probably be required since none of the nearby [REDACTED] 25X1A  
25X1A [REDACTED] queried in the past year have admitted having surplus space available.

STATSPEC e. Key Building - 49,909 square feet may be reclaimed by relocating the [REDACTED] 0,418 square feet) to another Government facility, outside the MWA if need be. The remainder is [REDACTED] space and this component could, through the exercise

STATSPEC  
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SUBJECT: Space Options (U)

*for house*

of the DCI's unique authority, be relocated to Agency leased space within the MWA. There are also 10,030 square feet of relatively undesirable [REDACTED] (Printing Plant) space [REDACTED] which could be reclaimed by consolidating the function with our Printing and Photography Division (P&PD) or moving it [REDACTED]

*How long will this take?*

f. [REDACTED] - 17,763 square feet, the bulk of which is currently occupied by Supply Division and branches of Procurement Division, may be recaptured by moving these components [REDACTED] Options here would depend upon the cost-effectiveness of constructing additional storage space and converting current warehouse space to offices or erecting a new office complex using modular or pre-engineered techniques. The remainder of the [REDACTED] space is obtainable by eliminating the credit union and exercise room facilities.

g. Headquarters Building - Because of the complexities involved, the following options are listed:

(1) 35,620 square feet obtainable by eliminating the barber shop, one snack bar per floor, the Executive Dining Room, North Cafeteria, Rendezvous Room, library reading room area, EAA store, ticket office, and some 20,000 square feet which the SSA/DDA estimates (not confirmed by OL) may become available as the DDO reductions continue over the next 24 months.

(2) 4,239 square feet derived if new facilities constructed by the Northwest Federal Credit Union.

(3) 8,637 square feet would accrue by moving [REDACTED] DDO to sites [REDACTED]

(4) 20,290 square feet obtainable if the Office of SIGINT Operations (OSO/DDS&T) -- excepting the Signal Analysis Division -- is moved to a site [REDACTED] using modular or pre-engineered construction.

SUBJECT: Space Options (U)

(5) 13,710 square feet may be reclaimed by relocating the Office of Development and Engineering (OD&E) to a contractor facility.

(6) 5,297 square feet occupied by the [REDACTED] may be recaptured if this unit were to be placed in a devised facility status as has been (or is being done) with this Division's [REDACTED] offices.

(7) 9,375 square feet consisting of miscellaneous parcels held by OTR (classrooms), Intelligence Community Staff, and Communications Operations, Office of Communications.

Thus we find a total of 97,168 square feet of office space in the Headquarters Building which, if desired, may be recaptured in all or part.

h. [REDACTED] 35,609 square feet available if the option is exercised to relocate OSO and OD&E to the sites suggested above, thus consolidating these components.

i. Chamber of Commerce - 69,754 square feet may be reclaimed by moving virtually the entire training function of OTR [REDACTED] or acquiring a new site, i.e., [REDACTED] school building in the MWA. Movement [REDACTED] would increase costs such as student travel but a totally academic atmosphere could be created which, when combined with the space savings afforded, would ultimately benefit the Agency.

5. (U) The above options were derived with the application of realistic imagination and a degree of practicality relative to reasonable possibilities. With the exception of the first three or four floors of the Ames Building, none of our space appears to be grossly underutilized and, therefore, a quick solution just does not present itself. However, the use of timely modular construction does present opportunities to expand our permanent space holdings quickly at a relatively modest

SUBJECT: Space Options (U)

cost if Government land is used. The "school building" suggestion is also one which merits consideration. In conclusion, we do not view the current dilemma as hopeless and believe some combination of the options presented above, if adopted, may provide the solution to our present and mid term space problems.



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Atts



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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Space Options

DD/A Registry

Executive Registry

78-0446/1

78-8240/1

FROM:

John F. Blake  
Acting Deputy Director of Central  
Intelligence

EXTENSION

NO.

Att: ER 78-8240

DATE

2 February 1978

6464

TO: (Officer designation, room number, and  
building) EO/DDA

MR FITZWATER

DATE

2/5

RECEIVED

FORWARDED

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)1. Acting Deputy Director  
for Administration  
7D 24 Hqs

Mike:

I have read the "Space Options" paper and must reluctantly state to you that the point has been missed. If the President of the U.S. tells the Administrator of General Services not to acquire more real estate, I suspect we would all be judged insane to use the "Director's unique legislative authority" to either go out and acquire or construct additional space. The tasking was quite explicit--what recommendations can be made in order to make more space available from our current holdings if we are not allowed to acquire additional space in a 12 or a 24 month period.

There are some observations in the paper, which you yourself noted, which could be pursued in greater detail. For example, on page 4, there may be some elements of the Ames Bldg that offer something; the whole classroom bit could be examined from the point of other alternatives; whatever the IC element is could be looked at to see if it could go to F Street; etc. Another possibility, although admittedly not very good, is to see if better use could be made of

and store the disposable in some where else. As it pertains to subparagraph f. on page 5, and without "erecting a new office complex" there may be some merit there. Another possibility is (7) that appears on page 6. Lastly, a very thorough analysis of the DDO space holdings, along with their reduction program, may turn up something.

Please ask the people to quickly get back to the board and pursue in greater detail the actual tasking that was given. We have to get on with this.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
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OFFICIAL ROUTING SLIP				Executive Register	
				18-8240	
TO	NAME AND ADDRESS	DATE	INITIALS		
1	ADDCI				
2					
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4					
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6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
DDA 78-0446					
Remarks:					
<p>Here are the results of the skull sessions. Mr. Donald had re space. I think the thinking falls short of the mark but thought I'd send it in for your personal use.</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
me know when you want to					
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FORM NO. 1-67

237

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(40)

Met. I have an  
idea or two I'll toss in  
for your consideration.

Mike

1 FEB 1973

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAFF


FROM:		EXTENSION	NO.
Director of Logistics 2C02 [REDACTED]		8200	OL 8 0353
TO: (Officer designation, room number, and building)		DATE	DATE
		RECEIVED	FORWARDED
1. A-DDA 7D24 Headquarters		1 FEB 1978	
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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

Mike:

Some of the proposed solutions in the attached are fairly far out, but in tasking RECD I encouraged a wide-ranging think session. I believe it beneficial as an internal document to cover the full range of possibilities.

You will also note that some of the proposed "recapture" space is in very small increments (300 sq. ft. for the ticket office, for example). Obviously anything under 1,000 sq. ft. or so is not worth the effort. Finally, some of the time frames shown in the attachments may be on the pessimistic side if we follow the paper's assumption that we control the space and could perform our own construction.

  
Jim

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